




Department of Energy

Washington, DC 20585

August 18, 2003

MEMORANDUM FOR: DOE OPERATIONS OFFICE MANAGERS
FIELD OFFICE MANAGERS
AREA OFFICE MANAGERS, AND
REGIONAL OFFICE MANAGERS

FROM: STEPHEN M. SOHINKI
DIRECTOR 
OFFICE OF PRICE-ANDERSON ENFORCEMENT

SUBJECT: Program Plans

Beginning Monday, September 1, 2003, the Office of Price-Anderson Enforcement (OE) requests that you send all future program plans by Compact Disk (CD) in a Microsoft Word compatible format.

In addition to the program plan itself, the cover sheet should be included as a separate file on the CD. We have provided the cover sheet with program plan information on our web site at <http://www.eh.doe.gov/enforce/>. The cover sheet was re-engineered so that it can be completed on line and then saved to the CD. We request CDs only. Electronic files sent by e-mail will not be accepted.

Contractor updates of the Quality Assurance Program (QAP) plans and the Radiation Protection Program (RPP) plans are to be submitted and then approved by the Program Secretarial Officer or his/her designee pursuant to 10 CFR 830.121 (Quality Assurance) and 10 CFR 835.101 (Radiation Protection). However, many of the program plans maintained by the Office of the Docketing Clerk in OE (in accordance with 10 CFR 820) are several years old and may be in need of an update. Contractors may want to check the status of program plans that they have submitted to this office.

The status of program plans already submitted to this office can be determined by referring to the list of all current QAP and RPP plans on the Enforcement web site in the Program Plan Information section. Contractor and DOE PAAA Coordinators should review this list to ensure that the most recent version of their site's QAP and RPP plans are in the Docket. Instructions for submittal along with the pertinent addresses are posted on the aforementioned cover sheet. Missing revisions and corrected information should be submitted on CD to the Docket Clerk as soon as possible. A copy of this letter will be sent to all coordinators under your jurisdiction, and it will also be posted on the Enforcement web site.

If you have any questions regarding this memorandum, please contact me at 301-903-0100. If you have any questions regarding program plans or CDs, please contact Sue Petersen at 301-903-0112.